



**Environment,
Safety & Health**
SECTION



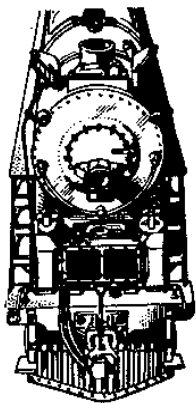
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WHAT CAN *TRAIN* DO FOR ME?

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It's your first day at work and you have just sat through the ES&H New Employee Orientation. In doing so, you have just received credit for Lockout/Tagout Level 1, Hazard Communication Level 1, General Employee Radiation Training, and Waste Minimization Training. You make it to your work station and ask your new boss, "What other training do I need?" Don't worry, if you forget to ask, your boss will tell you. Perhaps you wonder how he/she knows what ES&H training you are required to take. Well, your boss could have read over 1400 pages of OSHA standards, a bunch of ES&H Manual Chapters, and untold pages of Radiation Safety Standards to figure out the answer to that question. Or if he/she is smart, they will have sat down at a computer and completed an Individual Training Needs Assessment for you. An Individual Training Needs Assessment, or ITNA, asks a series of questions regarding the hazards you might be exposed to while you are working at Fermilab. Each question is tied to one or more required ES&H training classes. Your supervisor answers each of these questions and the computer automatically generates an Individual Training Plan, or ITP, for you. Your ITP will tell you and your supervisor what training you are required to take. An ITNA is required of every employee at Fermilab and can be completed for users as well.



The ITNA and ITP are integrated into the Lab's ES&H Training Database known as TRAIN. TRAIN serves keep up to date on your ES&H training needs. TRAIN can be located via the ES&H Section web page and has some convenient features. For instance, when your ITP is generated, the computer will also tell you when the next class is scheduled and allow you to sign up for the class online. It will also tell you where the class will be held and name of the instructor. At the class you sign an attendance sheet. The information on the attendance sheet is subsequently entered in TRAIN and your ITP is immediately updated. If you're taking the challenge exam for the Radiation Worker Training, TRAIN has the associated study guide. If you're looking for a training videotape on an ES&H topic, check TRAIN. If you want to know who is overdue for a course, check TRAIN. Not only that, but if you want to send an e-mail to remind folks that they are overdue or coming due for a class, TRAIN

is set up to do that as well!



Take some time and browse through what TRAIN has to offer. If you need some assistance give your SSO a call. The backside of this update lists what's available on TRAIN. This application may be found at http://www-esh.fnal.gov/train/esh_home_page.page?this_page=100.



ES&H Section Home Page -> TRAIN

Class Reports

Class Schedule (Enroll online)	Tells you what classes are available and allows you to enroll on-line.
Enrollment Schedule (Who is enrolled in a course?)	Tells you who is enrolled in a specific course.
Expired Training Report	Generates a report of the overdue training for every member of a specified organization.
Missed Training Report	Generates a list of individuals who enrolled in a class but did not attend.
Tickler Report (Training needs by course)	Generates a matrix report of all courses where a member of an organization is due or overdue for a specific course.
Training Completed Report	Generates a list of training completed during a specified time frame by individuals of an organization.

Course Reports

Active Course List	A list of all the currently active courses at Fermilab and the current instructor.
Course Handout Material	Study guides for Radiation Worker and Radioactive Source Training.
Course Summary	Gives you the name of individuals who have taken a specific course.

Videotape Training Library	Gives the list of available ES&H videotapes.
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Qualification reports

Hearing Conservation Report	Provides a list of employees in the hearing conservation program with associated training and medical information.
Matrix Training Report	Provides status regarding division/section-selected course profiles.
Non- Medical Qualification Reports	Provides reports on who is qualified as an RCT or who can perform material moves surveys.
Qualification Reports (Requires password)	Provides list of employees qualified under specific programs (e.g., beryllium workers, lead workers).
Respirator Program Report (Requires password)	Qualification report for those in the respiratory protection program.
Source Training List	Provides list of individuals who have had Radioactive Source Training.
Task Managers	Provides list of task managers and the date of the most recent ES&H training that is related to construction.

Training Plans

Experimenter's Training Plans	Defines training requirements for specific experiments.
ITNA (Individual Training Needs Assessment) (password required)	Questionnaire to determine the courses an individual is required to take.
ITNA LOG	List of names of those who have a completed ITNA.
Individual Training Plan	The list of courses an individual is required to take, a summary of

	completed active courses, and a list all ES&H courses taken. Allows for online enrollment.
Individual Training Plan w/Qualifications (password required)	Combines ITP and qualification report information.
Organization Training Plans	A roll up of individual training plans by division/section.
Organization Training Plans w/Qualifications (password required)	As above with the addition of qualification information.